Section 14.13   PARAMS MENU
Personnel Data
Standard Distribution

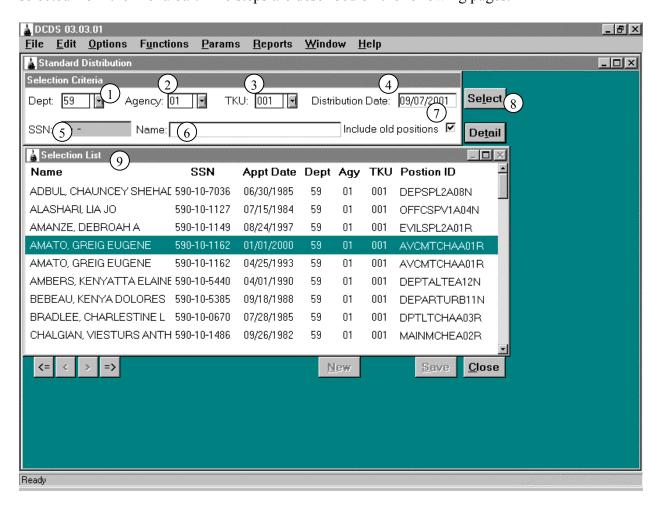|	
Purpose	This section provides the procedures for users to update DCDS distribution data in order to override the Human Resource Management Network (HRMN) distribution data by using the **Standard Distribution** window.
Window Name	Standard Distribution
Reminders	**1.** The Standard Distribution window is accessed through the <u>P</u>arams, Personnel Data, <u>P</u>-Standard Distribution items on the Menu bar.
	2. The Standard Distribution window contains a Selection Criteria window and a Selection List. Data may be selected for the current position or current and previous positions. Once the Selection Criteria has been selected or entered and the Select button clicked, the data is displayed in the Selection List window, and the Detail button becomes active. The minimum selection criteria is Department or Social Security Number. A user may then highlight the appropriate employee from the Selection List and click on the Detail button to display the distribution data.
	3. Once the Detail button has been clicked, a user may view the standard distribution data for HRMN and DCDS on the following windows: ■ HRMN Default Distribution ■ DCDS Distribution If there was only one selection in the Selection List window, these windows are automatically displayed. A user may only update DCDS distribution data. To change the data, click the New button, and a blank coding block window will display.
References	*No specific references*

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Standard Distribution

The following window is displayed when <u>P</u>arams, <u>P</u>ersonnel Data, <u>P</u>-Standard Distribution is selected from the Menu bar. The steps are described on the following pages.

DCDS Input Procedures
Standard Distribution (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. **Note:** When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. **Note:** If the user is only authorized to enter time for one TKU, that TKU number will automatically display.
4	Distribution Date*	Enter the date to view standard distribution data. The current date is automatically displayed.
5	SSN	Enter the employee's Social Security Number (SSN), if selecting only one employee. The department field must be blank before an entry can be made in this field. Click on the Select button and the HRMN Default Distribution and DCDS Distribution windows are displayed.

DCDS Input Procedures
Standard Distribution (Selection Criteria)

6	Name	Enter the last name or partial name of the employee, if selecting on one employee by name. The department is **required**. Click on the Select button and the data is displayed in the Selection List window.
7	Include Old Position Box	Click on the box to include previous positions. If not clicked, only the current position will be selected.
8	Select Button	Click on the Select button located at the top of the window (or press Alt + L). Employee information is displayed in the Selection List window based on the Selection Criteria. Employee names are displayed in alphabetical order.
9	Selection List	Highlight the employees from the selection list for which distribution data is to be changed and click on the Detail button.

Standard Distribution (Selection List)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Appt Date	The date the employee was appointed to current position.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit Number.
Position ID	The position identification number.

Standard Distribution - Detail

The following window is displayed when the Detail button is selected. The distribution data displayed in the HRMN Default Distribution window represents the distribution that will be used if no default distribution is defined in DCDS. The DCDS Distribution window displays the distribution data used when time was entered in Data Collection. If Standard Distribution data was used, then that is what will be displayed. To change the distribution data in DCDS, click on the New button at the bottom of the window.

Standard Distribution - Detail

The following window is displayed when the Detail button is selected and the **New** button is clicked. The steps are described on the following page.

DCDS Input Procedures - Standard Distribution

Follow the steps below to enter new distribution data.

Step	Field Name	Action
1	Start Date*	Select the appropriate pay period start date to begin application of the new distribution data.
2	End Date*	Select the appropriate pay period end date for the distribution data. **Note:** If left at the default date, the **AY** (Appropriation Year) will automatically be rolled over for October 1.
3	Percent	Enter the percent that will be applied to the coding block. Defaults to 100% for the first row.
4	AY	Enter the appropriate Appropriation Year (last two digits) which apply to the Index or PCA.
5	Coding Block Fields	Select from the dropdowns (activated when the field is clicked) the appropriate coding block elements.
6	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered. The data is processed immediately, no batch processing.
7	Close Button	Click on the Close button to exit the window.

*indicates a required field that must be entered